

VERSION HISTORY

Introduced February 20, 2007	Approved October 5, 2009
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BACKGROUND – Washington State Diabetes Network

1. The Washington State Diabetes Network is defined as organizations and individuals working in Washington to control and prevent diabetes.
2. Washington State Diabetes Network membership is open to any individual that meets the following requirements:
 - a. Works or volunteers as part of an organization (a legally operating entity e.g. non-profit organization, for-profit corporation, governmental agency, tribal organization), coalition or regional network working to address one or more of the goals included in the Washington State Diabetes Plan.
 - b. Participates in the Washington State Diabetes Network by one or more of the following means:
 - i. Participates in the Email List of the Washington State Diabetes Network;
 - ii. Posts information on the Washington State Diabetes Connection: The Web Portal of the Washington State Diabetes Network;
 - iii. Participates in one or more Leadership Team workgroups or committees;
 - iv. Attends one or more network-wide meetings;
 - v. Participates in a regional coalition or network working to address one or more of the goals in the Washington State Diabetes Plan;
 - vi. Serves on the Leadership Team of the Washington State Diabetes Network.
3. Meetings of the Washington State Diabetes Network
 - a. The Washington State Diabetes Network will meet in person annually or as determined by the Leadership Team of the Washington State Diabetes Network.

BYLAWS - Leadership Team of the Washington State Diabetes Network

1. Name

- a. The name of the organization shall be the Leadership Team of the Washington State Diabetes Network (Leadership Team).

2. Mission of Leadership Team of the Washington State Diabetes Network

- a. The mission of the Leadership Team of the Washington State Diabetes Network is to guide and support the empowerment of the Washington State Diabetes Network and implementation of the Washington State Diabetes Plan.

3. Leadership Team Responsibilities

- a. The Leadership Team is the governing body of the Washington State Diabetes Network and is responsible for the ongoing development, implementation, and evaluation of the Washington State Diabetes Plan.

- b. The Leadership Team is responsible for providing leadership and policy direction for the Washington State Diabetes Network; establishing the process and criteria for determining implementation priorities from the Washington State Diabetes Plan; establishing committees, task forces, and other groups as needed to implement the Washington State Diabetes Plan; and communicating statewide priorities and recommendations.
- c. The Leadership Team is responsible for establishing the process for updating the Washington State Diabetes Plan as changing conditions warrant (e.g. advances in science, shifts in the burden of diabetes in Washington, etc.).
- d. The Leadership Team is responsible for reviewing and approving committee work plans, and work plans of other task forces or groups convened by the Leadership Team, at least once every two years.
- e. The Leadership Team is responsible for reviewing and approving all recommendations that emerge from its committees, task forces and other groups convened by the Leadership Team.
- f. The Leadership Team is responsible for reviewing and updating the bylaws on a biannual basis; and ensuring the Leadership Team is in compliance with established bylaws.

4. Leadership Team Membership

- a. Leadership Team membership is limited to 30 Washington State Diabetes Network members who meet the following requirements:
 - i. Work or volunteer for a legally operating entity within Washington State (e.g., non-profit organization, for-profit corporation, governmental agency, tribal organization) that is actively working to address one or more of the goals in the Washington State Diabetes Plan OR represent a coalition or regional network working to address one or more of the goals in the Washington State Diabetes Plan OR a person with diabetes.
 - ii. By virtue of holding the cooperative agreement with the Centers for Disease Control and Prevention to fund Diabetes Prevention and Control and serving as the lead agency in Washington, the Washington State Department of Health (DOH) has one permanent seat on the Leadership Team of the Washington State Diabetes Network. DOH will select this representative. DOH staff not occupying this seat shall be non-voting attendees at Leadership Team, Committee, Workgroup and Network-wide meetings.
 - iii. Endorse the mission of the Leadership Team.
 - iv. Agree to be identified as a Leadership Team member.

5. Nomination and Election of Leadership Team Members

- a. Upon solicitation by the Executive Committee, member nominations are made at a Leadership Team meeting or by email to the Executive Committee.
- b. The Executive Committee of the Leadership Team will review membership nomination(s) to determine eligibility and will advance qualifying nomination(s) for vote at the earliest possible meeting of the Leadership Team or by email.
- c. A simple majority by the Leadership Team members supporting each nomination will place the nominee on the Leadership Team.
- d. Once the Leadership Team votes on the nominee(s), an invitation to join the Leadership Team will be sent on behalf of the Leadership Team Chair.

- e. Election to the Leadership Team is conditional until the potential member observes at least one meeting of the Leadership Team, and becomes familiar with the current objectives and bylaws of the Leadership Team.
- f. In the case of a vacancy occurring in the DOH Leadership Team position, DOH will appoint a new representative.

6. Term of Membership in the Leadership Team

- a. Members serve three year terms.
- b. Standard terms begin on January 1st and end on December 31st of the third year of service.
- c. Members who begin after January 1st will end their term on December 31st of the third year of service.
- d. Members may choose to serve two consecutive terms
- e. At the invitation of the executive committee, members may renew after two consecutive terms (6 years) as long as membership requirements outlined in Sections 4 and 7 are met.

7. Leadership Team Member Rights and Responsibilities

- a. Attend a majority of Leadership Team meetings in a calendar year.
- b. Vote to elect chair and vice-chair of the Leadership Team and vote to adopt or reject bylaws and bylaw amendments.
- c. Serve on a minimum of one of the committees of the Leadership Team.
- d. Actively work to address one or more of the goals in the Washington State Diabetes Plan.
- e. Communicate their organization's or coalition/regional network's viewpoints to the Leadership Team and inform their organization or coalition/regional network of Leadership Team decisions and activities.
- f. Support implementation of the Washington State Diabetes Plan by taking specific action within the member's own organization, coalition or regional networks, or in collaboration with other members or member organizations to help achieve one or more of the Leadership Team's priorities on a regular basis.
- g. Agree to support and participate in efforts to evaluate implementation activities and to assess effectiveness in achieving plan objectives and goals.
- h. Retain the right to resign their membership at any time.

8. Meetings of the Leadership Team

- a. The Leadership Team will meet at least quarterly each year or on a frequency determined by the Chair.
- b. At least one Co-Chair from each committee and workgroup is expected to be present or represented by another committee member at each Leadership Team meeting.
- c. Notice of meetings (date, time, and location) and the agenda will be provided to the Leadership Team by DOH staff one week in advance of the meeting. DOH staff will also record, file and distribute action items and decisions to members of the Leadership Team and post on the Diabetes Connection

9. Voting

- a. Each member of the Leadership Team is entitled to one vote.
- b. Decision making by the Leadership Team will be determined by a simple majority of the voting members present or voting by mail or email, with the exception that approval of bylaw amendments requires a 60% vote where a quorum is present.

10. Conflict of Interest

- a. On any matter brought to a vote, a member with a personal or organizational financial conflict of interest between the interests of Leadership Team and the individual or member's organization will be responsible to declare such conflict.
- b. The Leadership Team Chairs or Chairs of any other committee will decide whether the member should vote on the issue about which the conflict has been declared.

11. Quorum

- a. Forty percent of the Leadership Team members shall constitute a quorum at any meeting of the Leadership Team for the purpose of transacting any business therein. A majority vote of a quorum shall be sufficient to approve any proposed action. In the event that there is not a quorum present, the Chairs are authorized to conduct the normal business of the Leadership Team with decisions to be ratified at the next Leadership Team meeting where a quorum is present or by mail/e-mail vote if time does not permit waiting for the next meeting.
A vote on the bylaws will occur at a meeting of the Leadership Team where a quorum is present and the vote passes by 60 percent.

12. Leadership Team Chair and Vice-Chair

- a. The current Leadership Team will elect its Chair and Vice Chair. The Chair and Vice-Chair may not be affiliated with the same organization and may not represent the same sector of government.
- b. The Chair and Vice Chair will provide leadership to the Leadership Team. The Chair and Vice Chair will:
 - i. Carry out the responsibilities of leadership for the Leadership Team.
 - ii. Serve as spokespersons for the Leadership Team.
 - iii. Convene and preside over meetings of the Leadership Team and according to Robert's Rules of Order (Simplified and Applied – Second Edition).
 - iv. The Chair, vice chair, past chair and DOH liaison will comprise the Executive Committee.
 - v. Establish ad hoc committees or workgroups on an as needed basis upon approval of the Leadership Team.
- c. The Chair and Vice Chair are authorized to conduct Leadership Team business by mail or e-mail if time-constraints or other factors deem it necessary.

13. Term of Office for Chair and Vice-Chair of the Leadership Team

- a. The Vice Chair will be elected for a one-year term beginning on January 1st and ending on December 31st. The second year of this term will be served as the Chair of the Leadership Team.
- b. Elections for the upcoming year will be held in the final quarter of the current calendar year.
- c. A vacancy occurring for the Chair will be filled by the Vice Chair. The Executive Committee will make a recommendation for a new Vice Chair, who will be elected by a vote of the Leadership Team members.
 - i. The new Chair and newly elected Vice Chair will serve the remainder of the term, through December 31st, and will continue in their roles for the next term.
- d. A vacancy occurring for the Vice Chair will be filled via a recommendation from the Executive Committee, and will be elected by a vote of the Leadership Team members.

- i. The newly elected Vice Chair will serve the remainder of the term, through December 31st, and will become the Chair for the following calendar year.
- e. The Chair leaving office will become the Immediate past Chair and will serve as an ex-officio member of the Leadership Team for one year if their term has expired.

14. Committees

- a. Committees will be established in support of the goals and objectives of the Leadership Team, with an emphasis on the priorities identified in the Washington State Diabetes Plan.
- b. Committees will be responsible for developing work plans to be reviewed by the Leadership Team a minimum of every two years.
- c. Committee Chairs will be appointed by the Leadership Team Chair and Co-Chair.
- d. Committee Chairs must be members of the Leadership Team and will serve for a one-year term, which may be renewed.
- e. Each Committee will have a co-Chair selected by the Committee Chair.
- f. To maintain continuity, the past Committee Chair will serve on the committee for one year.
- g. Committee members will include at least one additional member of the Leadership Team, as well as Washington State Diabetes Network members.
- h. Meetings of the Committees will be held on a frequency determined by the Committee Chair and co-chair.
- i. Notice of meetings (date, time, and location) and the agenda will be provided by DOH staff to the Washington State Diabetes Network one week in advance of the meeting. The Chair and co-chair of each Committee will be responsible for ensuring that minutes are recorded, filed, and distributed to the members of the committee. DOH staff will distribute minutes as appropriate.
- j. The Chair of each Committee will be responsible for providing a report on the Committee's work plan at each of the Leadership Team's regular meetings.
- k. Additional workgroups may be formed by the Chair and Vice-Chair of the Leadership Team after approval of the Leadership Team.

15. Executive Committee

- a. The Executive Committee will be comprised of the Chair, Vice-Chair, Past Chair, and a DOH representative.
- b. Meetings of the Executive Committee will be held on a frequency determined by the Leadership Team Chair; no less than twice per year.
- c. The Executive Committee is responsible for maintaining membership records, including Leadership Team roster and email distribution list, with support from DOH staff.
- d. The Executive Committee will review the membership records annually or more frequently if necessary, to ensure diversity of Leadership Team membership from sectors, regions and coalitions.
- e. The Executive Committee will maintain Leadership Team membership by soliciting recommendations from the members of the Leadership Team annually for openings due to expiring positions.
- f. The Executive Committee will solicit nominations for an open seat or member vacancy (defined as non-participation in Leadership Team for a six month period, or through resignation).

- g. The Executive Committee will conduct an annual review of the following:
 - i. Membership fulfillment
 - ii. Geographic representation
 - iii. Diversity
 - iv. Member skill sets to meet the needs of the Leadership Team
- h. The Executive Committee is responsible for identifying ways to engage new communities, agencies, organizations, and individuals in the Washington State Diabetes Network.

16. Role of DOH Staff

- a. The DOH staff will have the following responsibilities within the Leadership Team:
 - i. Committee meetings – Attend Leadership Team and other Committee meetings.
 - ii. Operations support – Provide administrative support necessary to facilitate the effective operation of Leadership Team of the Washington State Diabetes Network. These responsibilities include, but are not limited to:
 - 1. working with the Chair, Vice Chair, and other Committee Chairs to prepare meeting agendas
 - 2. facilitating internal communication
 - 3. developing action plans to address priorities
 - 4. coordinating implementation activities
 - 5. conducting evaluation activities
 - 6. production and dissemination of Leadership Team minutes.
 - iii. Technical support – Provide and/or facilitate the provision of technical support for assessment, planning, implementation, and evaluation. Facilitate updating plan data, content, goals, objectives, and strategies as necessary.
 - iv. DOH will provide bylaws and vision, letter to employer and minutes from the previous meeting to future potential members of the Leadership Team after they are initially contacted by the Chair of the Leadership Team.

17. Amendments to the Bylaws

- a. Proposed amendments to these bylaws must be submitted to DOH staff for distribution to the Leadership Team members at least 30 days prior to a vote to amend. The Leadership Team shall appoint an ad-hoc Bylaws Committee to evaluate the proposed amendments and report back to the Leadership Team with recommendations.
- b. The bylaws may be amended:
 - i. At a meeting of the Leadership Team of the Washington State Diabetes Network where a quorum is present and the vote passes by 60 percent or;
 - ii. By a mail or electronic mail vote if a quorum responds and the vote passes by 60 percent of total membership.